

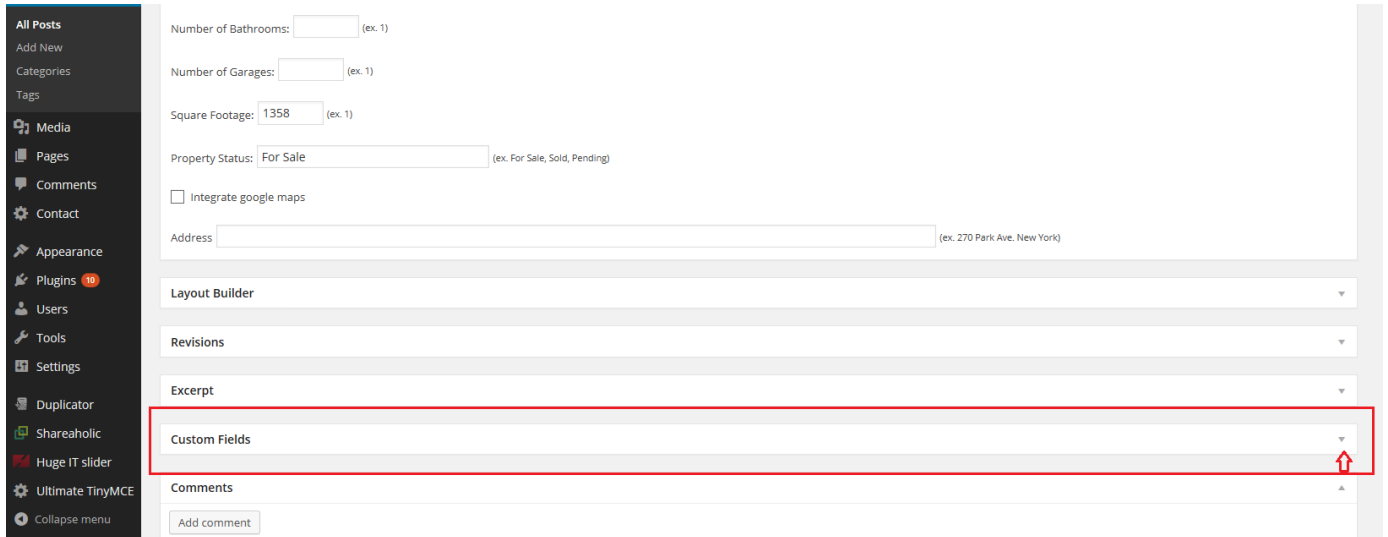
Adding Listing Status to Home page

Open a property Listing

Scroll down to the bottom of the listing page

Look for Custom Fields

If it is not expanded click on the **Down Arrow** on the **right hand side**

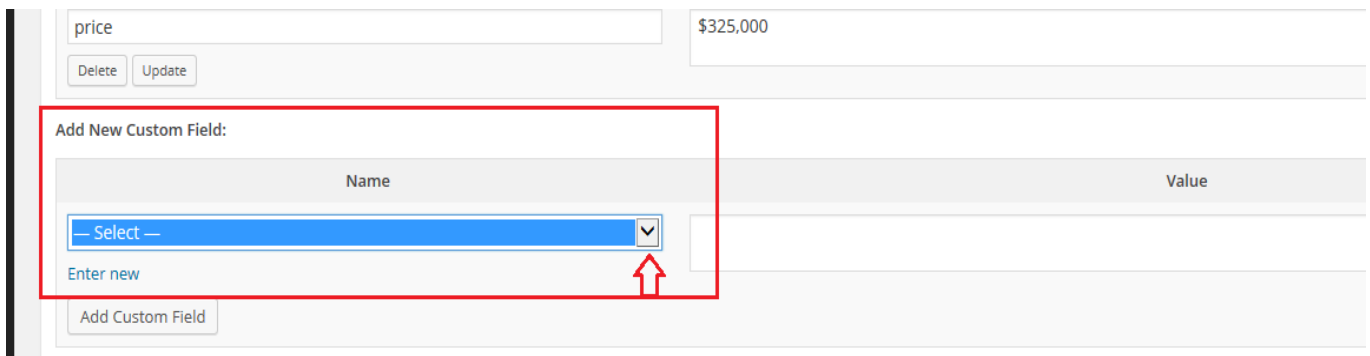


A screenshot of the WordPress listing form. The left sidebar contains a menu with items like 'All Posts', 'Media', 'Pages', 'Comments', 'Contact', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', 'Duplicator', 'Shareaholic', 'Huge IT slider', 'Ultimate TinyMCE', and 'Collapse menu'. The main form area includes fields for 'Number of Bathrooms', 'Number of Garages', 'Square Footage', 'Property Status', 'Integrate google maps', and 'Address'. Below these are sections for 'Layout Builder', 'Revisions', 'Excerpt', 'Custom Fields', and 'Comments'. The 'Custom Fields' section is highlighted with a red box, and a red arrow points to the down arrow on its right side.

Once the Customer Field is expanded scroll to the bottom and look for:

Add New Custom Field:

Click the Down Arrow in the **-Select-** box



A screenshot of the 'Add New Custom Field' dialog. It shows a table with columns 'Name' and 'Value'. The 'Name' column has a dropdown menu with '- Select -' and a down arrow. A red box highlights the dropdown menu, and a red arrow points to the down arrow. Below the table is an 'Add Custom Field' button.

Scroll down in the list and choose **prop_status**

Then type in value box **ONE** of the following :

feature, reduced or new

all in lower case, no capitals

Then Click **Add Custom Field** button

Add New Custom Field:

Name	Value
prop_status	feature

Enter new

Add Custom Field

You have now updated the Listing Status on the Home Page

To change the status again simple back space over the text in the value box and type in the new value

Then click the **Update** button

price \$325,000

Delete Update

prop_status feature

Delete Update

Add New Custom Field:

Name	Value
— Select —	

Enter new

Add Custom Field

Back space over value, then type new value